



SHELBY STREET BRIDGE

The Shelby Street Bridge is one of the more unique event locations in Nashville. Since the Shelby Street Bridge (hereafter shown as the SSB) is public property controlled by the Metropolitan Government of Nashville and Davidson County, certain permit procedures and rules/regulations as outlined below must be followed to rent the bridge.

The first step in the process is a Special Event Permit (SEP). The event organizer must complete a SEP application which is available from the Director of Special Events:

Marilyn Edwards
Mayor's Office of Economic and Community Development (ECD)
Metropolitan Courthouse, Suite 102
Nashville, TN 37201
Phone: 615-862-6024
Email: marilyn.edwards@nashville.gov

The application is also available at www.nashville.gov/ecdev/index.htm on the Special Events page. The completed application should be mailed, e-mailed, or delivered to the Mayor's Office of ECD as noted above.

The SEP fee is thirty dollars (\$30.00). Any permit application turned in less than forty-five (45) days prior to an event will be handled on a case by case basis, and may be approved if the tardiness of the application neither detracts from the planning of the event nor overburdens any relevant department. Late applications may be subject to a fifty dollar (\$50.00) late fee in addition to the thirty dollar (\$30.00) permit fee.

The completed application form will be distributed to members of the Special Events Committee in the appropriate Metro Government Departments. After review by all concerned, the event organizer will receive an outline of SEP requirements.

For the bridge rental, the following will also be required:

The standard rental fee for the use of the SSB is one thousand dollars (\$1,000.00) and must be submitted with the SEP application. The check should be made payable to the Mayor's Office of ECD.

Contact Buddy Hall, Public Works, 533-2366, regarding a permit for the closure of the SSB.

Contact Lt. Donald Hawkins, Police, 880-2901, regarding the required security for the event. Security must be off duty police officers. Lt. Hawkins will explain the means by which these officers can be hired.

Provide a site map of the event with the SEP application.

Provide a certificate of insurance (COI) that shows the event is covered by one million dollars (\$1,000,000.00) of general liability insurance and that the Metropolitan Government of Nashville and Davidson County is an additional insured. (COI example is provided with the SEP application.) Liquor liability coverage will also be required if alcohol is part of the event.

All garbage must be collected and removed from the SSB. A five hundred dollar (\$500.00) sanitation deposit check made out to the Mayor's Office of ECD is required with the application. The check will only be deposited if Public Works has to perform any extraordinary clean-up after the event. If no extraordinary clean-up is necessary, the deposit check will be returned to the event organizer.

Contact Dickie Lain, Public Works, 533-2378, regarding access to the SSB, location of electrical and water sources.

Depending on the nature of the event, the following may be required:

A tent permit from the Fire Marshal's Office will be necessary if a tent larger than 10' x 10' is used. Contact Andrea Eanes or Deborah Edgen at 862-5230.

If alcohol is being served, the event organizer or the event caterer must have a beer permit and/or an Alcohol Beverage Commission (ABC) license. Contact Julie Hudson, Beer Board, 862-6750, and/or Teresa Donaldson, ABC, 741-1602, ext. 106.

If parking at LP Field is desired, contact Monica Clayton at the Sports Authority, 880-1021.